

Step by Step Guide For Basic Windows Troubleshooting

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About this Book

Section 1

The F key's and there uses

I am sure you have been wondering what are them F key's at the top of my keyboard? I also bet you wonder what they do. Well I am going to give you a description of these key's and some of there most used functions.

F1

- **you can use this key in most any program by pushing it and it should open up the help menu.**
- **This key is also used to open the windows help and support center. To be able to open this you will be pushing two key the windows key and the F1 key. Now to locate the Windows Key**

take a look at your keyboard, now at the bottom of your keyboard do you see a key that kinda looks like a waving flag? This key should be located next to your ALT key. you would press that Windows Key and the F1 key together to open the help and support center. Now not all computers do you have to push the windows key and the F1 key some computers just pushing the F1 key will open the Help and Support center.

- **F1 is also used to open the BIOS. The BIOS can be opened when you are first starting your computer before you get to the windows boot. For an example you just turn on your computer you would then press F1 and it would take you into the BIOS. I would not recommend anyone who does not know what they are doing to go in the BIOS. You could damage your computer if you mess with the wrong settings. Once again this key only works on some computers I have seen computers that use the ESC key to enter BIOS or even the DEL key.**

F2

- **This key when used in Windows is mostly used to Rename an highlighted icon or file.**

- **You can also use the F2 key to open a new document in Microsoft Word with using these key CTRL ALT F2. You must press all of them Keys at once for this to work.**
- **By pushing CTRL F2 in Microsoft Word you will be able to open the Print Preview.**

F3

- **Using this key you can open the Search menu on Microsoft Windows.**
- **Using the keys Shift F3 in Microsoft Word you will be able to change the text from uppercase to lowercase. This is good for if you forgot to Capitalize the first letter of the sentence if you press it once it will capitalize the first letter of the word your typing and if you press it twice it will Capitalize the whole word if you do that just do it once more time to put it back to all lowercase letters.**

F4

- Lets you repeat the last action performed. (word 2000 +)
- ALT F4 will close the program currently active in Microsoft Windows.
- CTRL F4 will close the open window within the current active window in Microsoft Windows.

F5

- Will refresh Windows, Any Internet Browser, and programs running in Windows.
- Opens then find, replace, and goto window in Microsoft Word.
- Starts a slide show in Power Point.

F6

- **Moves the cursor to the Address Bar in Web Browsers.**
- **CTRL SHIFT F6 opens another Microsoft Word Document.**

F7

- **Commonly used to spell and grammar check a document in Microsoft Programs such as Word, Outlook, Excel, Etc.....**
- **SHIFT F7 runs a Thesaurus check on highlighted words.**
- **Turns on Caret browsing in Mozilla Firefox.**

F8

- **Commonly used to enter Windows Start Up menu, and getting into Safe Mode when first turning on a computer not when windows has started.**

F9

- **Opens the Measurements toolbar in Quark 5.0.**

F10

- **In Microsoft Windows this key activates the menu bar of an open application.**
- **SHIFT F10 is the same as right clicking on an highlighted Icon, File, or Internet Link.**

F11

- **Clicking this key will put any Internet Browser in full screen.**
- **At the start up of your computer with some computer models you can enter System Restore with this key.**

F12

- **Opens the Save As window in Microsoft Word.**
- **SHIFT F12 Save a Microsoft Word Document.**
- **CTRL SHIFT F12 prints a Document in Microsoft Word.**

Section 2

Troubleshooting a slow PC

We all hate them slow starting and slow moving Computers. I have put together some steps to help you troubleshoot and fix the problem. There are many things that can be causing your Computer to be running slow, examples are Viruses, Fragmented computer, too many start up programs running, and with Internet Browsers too many Add On's.

Speed up Computers Boot

- **Go to your start menu. This should be located at the bottom left corner of you screen. Once you have located it Push it.**
- **Depending on your operating system there will be either a Run icon if so click that. If you do not have the Run Icon you should see a search bar in the Bottom of your opened Start menu click that.**
- **For the computers who opened Run a window should have appeared. What you need to do is type the words msconfig then press enter. For the Computers with the search bar type msconfig in the search bar. then click the icon that appeared in the search results. It should say msconfig.**
- **Now a window should have appeared named System Configuration Utility. At the top of this window you should see some tabs. Locate the tab named Start Ups. In the start ups tab you will see a bunch of programs that are checked, these are all the programs that start when windows first boots every time.**
- **Look through the list of items that are checked. It is safe**

to un-check any program that begins with C:\ProgramFiles\ . Be careful you do not want to un-check your virus software.

- **Once you have un-checked any of the programs you wish to stop starting at start up press Apply then OK. You should now get a window saying your computer needs to be restarted before changes can take effect. Before you press restart be sure to save any work you are working on. It is best to restart and not wait.**
- **Once your computer boots back up and you get back in windows you may get a box that pops up saying that you have changed your start up configurations. Do not be alarmed. Before pushing OK be sure to check the box above OK so that it wont take you back into the system configurations.**

